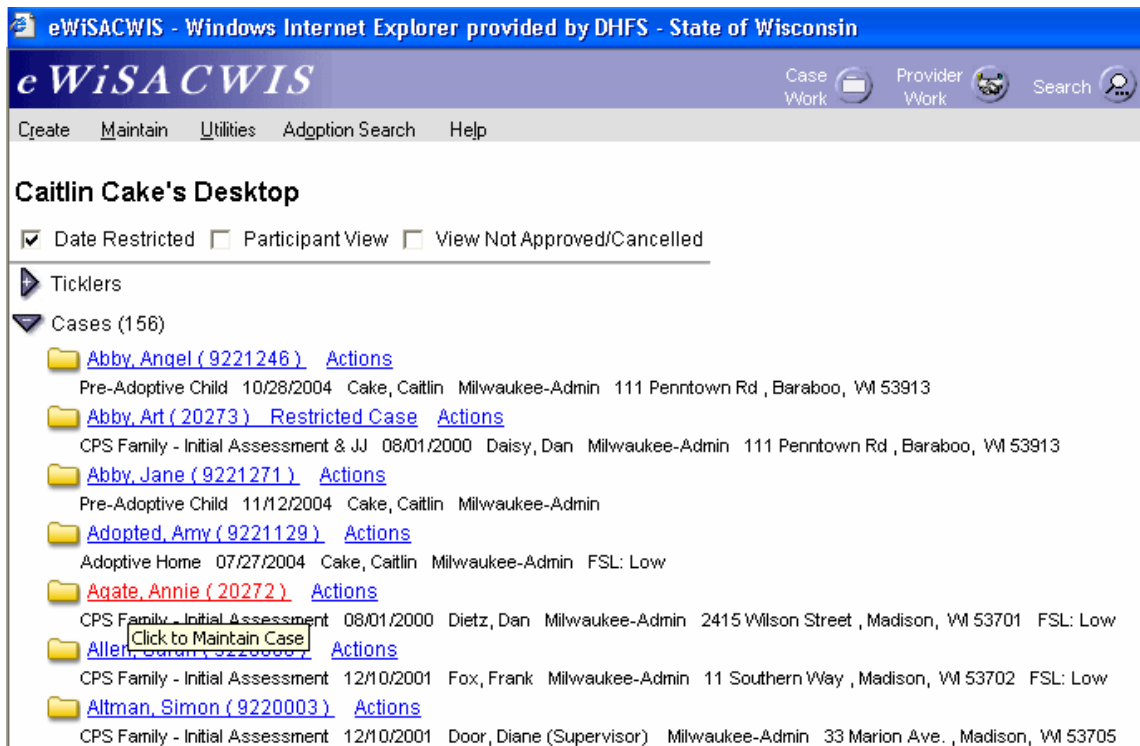


Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Documenting a Person's Demographics

Accurate documentation of a child's demographic information is critical to successful documentation of an Out of Home Placement or Service. This page pulls Adoption and Foster Care (AFCARS) reporting data as well as ties parent to child, which allows pertinent demographic information to populate into legal templates. Most specifically, a child must have his or her date of birth, gender, and mother/father documented before an Out of Home Placement can be completed in the system.



The screenshot shows the eWiSACWIS desktop interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer provided by DHFS - State of Wisconsin". Below this is a navigation bar with the eWiSACWIS logo and several icons: "Case Work", "Provider Work", and "Search". A menu bar contains "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Caitlin Cake's Desktop" and includes three checkboxes: "Date Restricted" (checked), "Participant View", and "View Not Approved/Cancelled". Below this are sections for "Ticklers" and "Cases (156)". The "Cases" section lists several cases with details such as case name, date, and location. Each case entry includes a folder icon, a case name in blue text, and a link to "Actions".

Case Name	Date	Admin	Address	FSL
Abby, Angel (9221246)	10/28/2004	Milwaukee-Admin	111 Penntown Rd, Baraboo, WI 53913	
Abby, Art (20273)	08/01/2000	Milwaukee-Admin	111 Penntown Rd, Baraboo, WI 53913	
Abby, Jane (9221271)	11/12/2004	Milwaukee-Admin		
Adopted, Amy (9221129)	07/27/2004	Milwaukee-Admin		FSL: Low
Agate, Annie (20272)	08/01/2000	Milwaukee-Admin	2415 Wilson Street, Madison, WI 53701	FSL: Low
Allen, (9220007)	12/10/2001	Milwaukee-Admin	11 Southern Way, Madison, WI 53702	FSL: Low
Altman, Simon (9220003)	12/10/2001	Milwaukee-Admin	33 Marion Ave., Madison, WI 53705	

Desktop

Step 1 of 4

- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Case

Last/Provider: Agate Number: 20272 Status: Open
 First: Annie Initial: Open Date: 08/01/2000

Participants | Address | Collaterals | Closing/Merge History

Basic

Case Type: CPS Family - Initial Assessment Restricted Case
 County: Milwaukee Site/Region: Milwaukee-Admin W-2 Region:
 Number of Household Members: CARES Case Number: County Case Number:

Participants

Name	Hshld	Status	DOB	Gender	Relationship	Legal	Prg		
Agate, Alfred	U	Active	06/23/1999	Male	Biological Child	None	N	DeActivate	Remove
Agate, Alfred	Y	Active	01/01/2002	Female	Biological Child	None	N	DeActivate	Remove
Agate, Alice	U	Active	03/26/2006	Female	Biological Child	None	N	DeActivate	Remove
Agate, Ar <small>Click to Edit Person</small>		Active	08/11/1968	Female	Reference Person	None	N	DeActivate	Remove

Options:

Maintain Case Page

Step 2 of 4

- On the Maintain Case page, click on the child's name whose date of birth, gender, and mother/father will need to be documented. This will launch the Person Management page for that child.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

The screenshot shows the 'Person Management' page for 'Agate, Alice' with ID 20988. The 'Basic' tab is selected, displaying the following information:

- Name:** ID: 20988, Prefix: [dropdown], First Name: Alice, MI: [dropdown], Last Name: Agate, Suffix: [dropdown]
- Basic:**
 - Gender: Female [dropdown]
 - US Citizen Status: U.S. Citizen [dropdown]
 - County Person ID: [text box]
 - Birth Date: 03/26/2006
 - Citizenship Verification: Birth Certificate [dropdown]
 - SSN: 123-45-6789
 - Commitment#: -
 - Birth Place: Madison, WI
 - Death Date: 00/00/0000
 - Wisconsin Resident: Yes [dropdown]
 - Identity: [dropdown]
 - HSRS ID: [text box]
 - Religion: [dropdown]
 - Marital Status: Single Female [dropdown]
 - MCI ID: [text box]
 - Primary Language: English [dropdown]
 - Interpreter Required
- Race/Ethnicity/Tribal Identification:**
 - Race: White [dropdown]
 - Ethnicity: Caucasian [dropdown]
 - Hispanic/Latino: No
 - Race: [dropdown]
 - Indian Tribe: [dropdown]
 - Indian Tribe 2: [dropdown]
 - Race: [dropdown]
 - Clan: [text box]
 - Clan 2: [text box]
 - Race: [dropdown]
 - Status: [dropdown]
 - Status 2: [dropdown]
 - Race: [dropdown]
 - Tribal Membership #: [text box]
 - Tribal Membership # 2: [text box]
- Adoption Information:**
 - Child was previously Adopted: No [dropdown]
 - Type of Adoption: Details [dropdown]
 - Age Adopted: [dropdown]
 - Pre-Adoptive Relationship to Child: [dropdown]
 - Child Receives WI Adoption Assistance

Options: [dropdown] Go [button] Save [button] Close [button]

Person Management Page > Basic Tab

Step 3 of 4

- On the Basic tab of the Person Management page, complete the child's Gender, Birth Date, SSN, Race and Ethnicity fields.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

The screenshot shows the 'Parent Info' tab in the eWiSACWIS system. The 'Person Information' section contains fields for 'Child's Mother' (Annie Agate) and 'Child's Father' (Arthur Agate). For the mother, fields include Spouse (Arthur Agate), Type (Birth), Current Marital Status (Married), Mother Married at Child's Birth (Yes), and checkboxes for Mother TPR and Relinquishment Case. For the father, fields include Spouse (Alice Agate), Type (Adjudicated), PA Number, Current Marital Status (Married), Father Married at Child's Birth (Yes), and checkboxes for Father TPR and Relinquishment Case. There are also fields for 'Current Relationship of Parents to Each Other' (Married) and 'Child's Guardian' (1 and 2). Below this is the 'Adoption Referral' section with text boxes for 'Birth Mother' and 'Birth Father' Social/Mental/Physical Conditions, each with an 'Add/Edit' button. At the bottom, there are 'Options', 'Go', 'Save', and 'Close' buttons.

Person Management Page > Parent Info Tab

Step 4 of 4

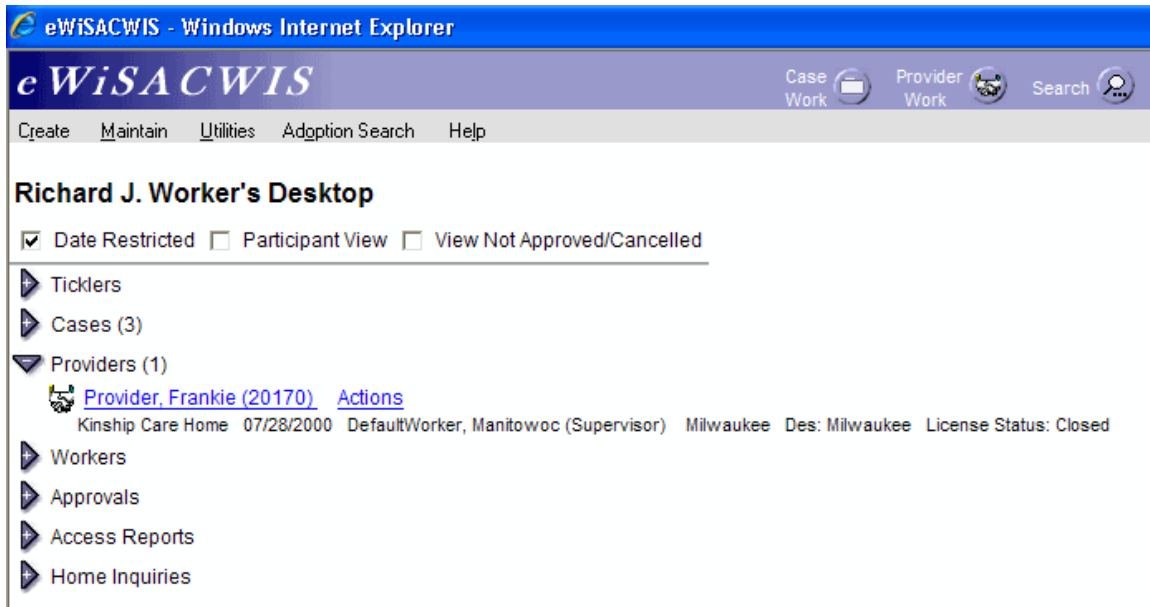
- From the Person Management page, select the Parent Info tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Parent Info tab and (depending on which hyperlink you selected) will populate the person you selected into the Child's Mother or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

Note: Completing the information above will ensure the CFS-2123T form (created during the completion of the child's Title IV-E Determination record) pre-fills correctly.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Adding Service Types to Create an Out of Home Placement or Service

Before an Out of Home Placement or Service can be documented, it is critical to first attach the appropriate service type to the provider record.



Desktop

Step 1 of 4

- From your eWiSACWIS desktop, click on the provider expando.
- Click on the appropriate provider name for the provider in which you will be creating the Out of Home Placement or Service. This will open either the Home Provider page or the Private Provider page.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

The screenshot displays the 'Home Provider' interface in the eWiSACWIS system. The 'Services' tab is selected, showing the 'Service Specifics' section. The 'Active Unlicensed Services' table is currently empty. The 'Edit Unlicensed Services' hyperlink is visible. The 'Provider Preferences' and 'Provider Details' sections are also visible, showing various capacity and reservation data.

Basic Information:
Name: Frankie Provider (20170) | Open Date: 07/28/2000 | Type: Kinship Care Home | Status: Open
Lcns. Type: Not Licensed | Lcns. Agency: Not Licensed | Restricted Provider

Provider Preferences:
Max # of Placements Preferred: 4
Males Preferred: 4
Females Preferred: 4
Age: From: 0 To: 18

Provider Details:
Total Bed Capacity: 4

	Male	Female	Total
Capacity:	4	4	4
Placements:	1	1	2
Reservations:	0	0	0
Vacancies:	3	3	2

Service Specifics:
All Counties | Milwaukee | [Edit Unlicensed Services](#)

Category	Type	Click to Edit Unlicensed Services
----------	------	-----------------------------------

Options: [Dropdown] [Go] [Save] [Close]

Home Provider Page > Services Tab

Step 2 of 4

- To attach unlicensed services to a home provider, click on the Services tab.
- In the Service Specifics group box, click on the Edit Unlicensed Services hyperlink.

Note: All services types except foster home are identified as unlicensed services. To add licensed services to foster homes, contact your foster care coordinator.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

The screenshot shows the 'Private Provider' page in a Windows Internet Explorer browser. The page title is 'Private Provider - Windows Internet Explorer'. The browser address bar shows 'eWiSACWIS'. The page has a navigation bar with 'Provider', 'Characteristics', 'Services', and 'Closing History' tabs. The 'Services' tab is selected.

Basic Information:

- Name: ABC Shelter (9221489)
- Open Date: 01/08/2008
- Type: Group Home
- Status: Open
- Lcns. Type: Licensed by State of WI
- Lcns. Agency: Licensing Agency
- Restricted Provider

Provider Preferences:

- Max # of Placements Preferred: 8
- Males Preferred: 8
- Females Preferred: 8
- Age: From: 0 To: 17

Provider Details:

	Male	Female	Total
Total Bed Capacity:	8		
Capacity:	15	15	15
Placements:	1	0	1
Reservations:	0	0	0
Vacancies:	14	15	14

Active Services:

County: Milwaukee

[Edit Services](#)

[Click to Edit Unlicensed Services](#)

Buttons: Save, Close

Private Provider Page > Services Tab

Step 3 of 4

- To attach unlicensed services to a private provider, click on the Services tab.
- In the Active Services group box, click on the Edit Services hyperlink.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Provider Name: Provider, Frankie (20170) Total Bed Capacity: 10 County: Milwaukee

Category	Type	Status	
Kinship - Court Ordered	Kinship Care-Court Ordered	Active	Delete

Options: Service Rate Go

Insert Save Close

Edit Unlicensed Services Page

Step 4 of 4

- Click the Insert button.
- Select the Category, Type, and update the Status from Inactive to Active.
- Click Save and then Close on the Edit Unlicensed Services page.
- Return to the Home Provider or Private Provider page and click Close.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Creating the IV-E Eligibility Record in eWiSACWIS

Note: Complete the appropriate (initial removal from home) Out of Home Placement. Upon final approval of the Out of Home Placement, eWiSACWIS will automatically and immediately generate an Eligibility icon and associated Title IV-E Eligibility Determination line for the child and also send the referral to the Eligibility Unit.

The screenshot shows the eWiSACWIS desktop interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer provided by DHFS - State of Wisconsin". Below this is a navigation bar with the "eWiSACWIS" logo and several icons: "Case Work", "Provider Work", and "Search". A menu bar contains "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Caitlin Cake's Desktop" and includes several checkboxes: "Date Restricted", "Participant View", and "View Not Approved/Cancelled". Below these are sections for "Ticklers" and "Cases (156)". The "Cases" section lists several cases with folders and "Actions" links. The "Eligibility" icon is expanded, showing two checked items: "Title IV-E Eligibility Determination 08/01/2009 Agate, Alfred" and "Title IV-E Eligibility Determination 08/01/2009 Agate, Alice". Other icons include "Trust Account-General Agate, Alfred Milwaukee" and "Trust Account-General Agate, Alice Milwaukee". A sidebar on the left contains various icons for "File Cabinet", "Legal", "Ongoing Services", "Payment", and "Placements".

Desktop > Eligibility Icon

Step 1 of 2

- From your eWiSACWIS desktop, click on the case folder icon for the case in which you've just created the (initial removal from home) Out of Home Placement.
- Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination line for the child you have just placed. This will open the Eligibility page for that child.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Eligibility
 Child Name: [Agate, Alice \(20988\)](#) DOB: 03/26/2006 MCI ID: Eligibility ID: 9221358
 Case Name: [Agate, Annie \(20272\)](#) SSN: 321-24-3513 Title IV-E Removal Date: 08/01/2009

Removal Information Initial Determination Redeterminations

Removal from Home Information

Age at Removal: 3 Turning 19 on: 03/26/2025 Anticipated Graduation Date:

Removal from Home was:

Court Ordered Petition/TPC Request Date: 00/00/0000 [Search](#) Court Order Date: 00/00/0000 [Search](#)
 VPA Signature Date: 00/00/0000 VPA Removal Date: 00/00/0000
 Days of VPA: VPA To: 00/00/0000

Child Removed from home of: Mother Father Both Other Date Last Lived with Relative: 00/00/0000

Name: Relationship to Child:
 Name: Relationship to Child:
 Removal Type: Eligibility Month: 00/0000 Completed

AFDC Household Information ▶

Options: [Go](#) [Save](#) [Close](#)

Eligibility Page > Basic Tab

Step 2 of 2

- Select Options > IV-E Referral Form – CFS-2123T and click Go. Complete the CFS-2123T form and click Close and Return to eWiSACWIS.
- Click Close on the Eligibility page.

Note: By following the steps above, the system will automatically assign this case and send an e-mail to the Eligibility Unit.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Ending an Out of Home Placement or Service in eWiSACWIS

A case will not be able to be closed unless the placement ending reason and date of the last placement setting documented on the Out of Home Placement page has a corresponding discharge reason selected for each child who has been in placement. This rule applies to all situations except those placements ended for reason of Transfer to Adoptions, where the child is subsequently transferred to the state special needs adoption program. In these instances, the case can be closed even though the placement end reason is not a discharge from all placements.

Below is a listing of the placement Ending Reasons used on the Service Ending page and how they filter by placement Ending Purpose.

Placement Ending Reasons and Structure Key

Administrative Change w/in Placement Episode- refers to legal, fiscal or administrative transactions; generally these values are either system-driven or used for Adoption Assistance or Kinship Care cases.

Adoption Assistance
Adoption by Foster Family
Adoption by Non-Relative
Adoption by Relative
Child No Longer Living with Relative
Child Receiving SSI
Death of Adoptive Parent(s)
Duplicate Provider Clean-up
Fiscal Cleanup
Lost Contact with Provider
Out of Home & Parent Not Supporting
Parent Incarcerated
Placement Made in Error
Prvd Not Able to be Licensed/Certified
Verification of Support Requested

Agency Transfer within Placement Episode- refers to placements where the child remains in care by the responsible agency changes, i.e. transfer from county to county or from county to adoptions.

Transfer to Adoptions - Eastern Region
Transfer to Adoptions - Milwaukee
Transfer to Adoptions - Southern Region
Transfer to Adoptions - Western Region
Transfer to County (County list)

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Placement Change within Placement Episode- refers to placement changes from one provider to another while the child remains in the same placement episode.

Adoption Disruption
Agency Requested Change
Child Committed to Other State Inst.
Child in Correctional Fac. w/Aftercare
Child Placed in Detention
Child Requested Change
Missing From OHC - Not Closing Case
Parent/Relative/Guardian Requested Change
Provider No Longer Licensed
Provider Requested Change
Trial Reunification

Discharge from Placement Episode- refers to placements that end with no subsequent placement by the agency or the court. In these instances the child is exiting placement to a permanent outcome and the agency is no longer responsible for the child's physical custody; the child may remain under court supervision, but is no longer in placement. A subsequent placement is counted as a re-entry to out of home care.

Child in Correctional Fac. NO Aftercare
Custody Transfer to Licensed Priv Agency
Death of Child
Entered Military Service
Independent Living
Marriage
Missing From OHC - Closing Case
Over 18 and Graduated
Permanent Placement with Relative
Reunification w/Parent(s)/Primary Crtrkr
Transfer of Guardianship Non-Relative
Transfer of Guardianship Relative
Turned 18
Turned 18 and not in School
Turned 18 Non Supp Prnt(s)
Turned 19

Placement Discharge and Discharge Date

The placement episode ends with the date the child exits placement.

The Ending Purpose is considered a discharge from the placement when the ending is a permanent outcome, i.e. reunification with parent/relative or adoption.

The End Reason describes how the individual's placement came to be a discharge from all placements.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

The Discharge Reason field further identifies (if necessary) how the ending of the placement is considered an ending of all placements.

The screenshot shows the 'Out of Home Placement' page in the eWiSACWIS system. The 'Service' tab is active. The page contains the following information:

- Child Information:** Child: Altman, Sammie (9226767), Case Name: Altman, Simon (9220003), Request Number: [blank]
- Placement Information:**
 - County: Milwaukee
 - Service Category: Foster Care
 - Removed From Home: 02/04/2011
 - Placement Begin: 02/04/2011
 - Placement End: 00/00/0000
 - VPA Effective: 00/00/0000
 - Service Type: Foster Home (12-14 yrs)
 - Placement Setting: Treatment Foster Home - Non-Relative
 - Child's Level of Need: 3
 - Provider's Level of Care: 3
 - Child Specific Costs: \$0.00 per [blank]
 - Current Basic Costs: \$455.00 per month
 - Supplemental Costs: \$0.00
 - Exceptional Costs: \$0.00
 - Administrative Costs: \$0.00
 - Costs > Spending Limit: \$0.00
 - Current Monthly Payment: \$455.00
- Removal Reasons:**
 - This is an Adoptive Placement
 - This is a CPS Non-Conforming Placement
 - This is an Emergency Situation
 - After Hours Placement
 - Child is an American Indian child as defined by statute.
- Options:** A dropdown menu is open, showing: Actions, Approval, Non-Conforming Reasons, Placement Ending (selected), Text, Text.

Out of Home Placement Page > Service Tab

Step 1 of 2

- From the Service tab of the Out of Home Placement page select Options > Placement Ending and click Go.

Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child
Child: Altman, Sammie (9226767) Case: Altman, Simon (9220003)
Provider: Provider, Frankie (20170) Service Begin: 02/04/2011

Service Ending

End Date: 04/15/2011

Ending Purpose: Discharge from Placement Episode

End Reason: Reunification w/ Parent(s)/Primary Crtr

Is the End of This Child Placement a Discharge from All Placements?
 Yes No N/A

Discharge Reason: Reunification w/ Parent(s)/Primary Crtr

Override

Options:

https://apps.dhfs.state.wi.us/ewcountyttest/common Internet | Protected Mode: Off

Service Ending Page

Step 2 of 2

- On the Service Ending page enter the correct End Date.
- Select an Ending Purpose that accurately reflects why the placement ended (See Ending Purpose Descriptions in the Key Placement Terms and Definitions section of this manual).
- Select an End Reason. Note that the list of values filters based on the Ending Purpose that you chose initially. The End Reason that you choose will automatically record a Yes to the question: “Is the End of This Child’s Placement a Discharge from All Placements?”
- If the Child’s Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then Close on the Service Ending page.
- Click Close on the Out of Home Placement page.